

22 May 1980

MEMORANDUM FOR: Chief, Policy Staff/OPPPM

FROM:

Acting Chief, SIS Support Staff

SUBJECT: SIS Briefings

REFERENCE: Memo from DD/P&E dated 19 May 1980, Subject:
Coordination and Enhancement of Personnel
Briefings

1. To date we have conducted two briefings for the PMCD Orientation Course and Chief, SIS Support Staff has briefed one running of the "SIS Charm School." We expect that our briefing efforts will increase in the future as we have requests from the Office of Security and the Federal Women's Program Coordinator to hold informal discussions re SIS. I might add that we welcome the opportunity to spread the word about SIS since it is a new personnel management program.

2. Our briefings normally take the form of explaining the various sub-systems of the program, objectives, and principles of SIS. We usually comment on current SIS/SS activity with regard to program development and implementation.

3. We have passed out SIS brochures and AWP Supplemental Guidelines as training aids and have used vu-graphs to structure the briefing or stress particular points.

cc: D/OPPPM

MEMORANDUM FOR: DD/OPPPM/R&P
DD/OPPPM/SP
DD/OPPPM/HRPI
C/OPPPM/SAS
C/SIS/SS

STAT

FROM:

DD/OPPPM/P&E

SUBJECT: Coordination and Enhancement of
Personnel Briefings

1. The Director of PPPM has approved a project to determine the need for and value of a coordinated personnel briefing program. The goal would be to enhance OPPPMs product and image to the audiences addressed.

2. If you or your subordinates present regular and reoccurring personnel briefings to audiences outside of OPPPM, please provide the following information to Chief, Policy Staff by 18 June 1980.

- a. Topic of the briefing
- b. Basic theme addressed
- c. Audience briefed
- d. Location of the briefing
- e. Name(s) of speakers
- f. Briefing aids utilized
- g. Training provided to speakers.

3. Your assistance in this study will be appreciated.

STAT

cc: EA/OPPPM
C/PMCD
C/PS
C/P&PS
C/PMES

Distribution:

- 2 - D/OPPPM
- 1 - Subject
- 1 - Chrono

C/PS/OPPPM

(5/19/80)

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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22 MAY 1980

MEMORANDUM FOR: Special Assistant to the Deputy Director
of Central Intelligence

FROM: Harry E. Fitzwater
Director of Personnel Policy, Planning,
and Management

SUBJECT: Executive Committee Minutes for 1 May 1980,
re SIS Awards Program

Vince:

1. I am concerned that the Executive Committee minutes of 1 May 1980, which are the official Agency record of management deliberations effecting the SIS awards program, do not accurately nor fully reflect the comments and concerns of those in attendance at the meeting. Unless the minutes are a true reflection of what transpired, they may cause unnecessary confusion for us in the future.

2. I would like to take this opportunity to re-state our concerns and recommended changes to the minutes:

a. References to career services should be changed to read Deputy Directors and Chairman, "E" Career Service to be consistent with the approved SIS Plan (Sub-system 5 - Funding Compensation and Awards) in that awards are the responsibility of line management.

b. The general guidance infers that Deputy Directors and Chairman, "E" Career Service approve SIS-1 - 3 awards and may further delegate this authority. Paragraph 5 further states that this guidance had been decided upon by the Executive Committee. We understood that this is an issue yet to be resolved.

c. We understood Mr. Carlucci disagreed with the utilization of awards as partial relief from salary compaction, and we are not sure whether he rejected stratification of awards in toto or just the weighted percentage by SIS level concept.

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SUBJECT: Executive Committee Minutes for 1 May 1980, re SIS
Awards Program

d. It is not clear what specific guidance had been decided upon other than the general DDCI comments contained in Paragraph 4 of the minutes, i.e., provide flexibility to line managers, allocation system not be overstructured, keep paperwork to a minimum, etc. Our recollection of the tasking given to me was to prepare an issues paper with options.

3. In the event you have a different interpretation of these particular points, I would be happy to discuss them with you.

/s/

Harry E. Fitzwater

Attachment

Executive Committee Minutes
of 1 May 1980 Meeting

Distribution:

Orig - Addce

1 - LR w/att

2 - D/PPPH w/atts

✓ 2 - SIS/SS w/atts

OPPPH/SIS/SS [redacted] pak (22 May 80)

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